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1. TRAINING (GENERAL) ACTIVITIES

- Tab ~~A1~~ A General Statement
- Tab ~~A2~~ B Planning Function
- Tab ~~A3~~ C Intelligence Training
- Tab ~~A4~~ D Junior Office Training Program
- Tab ~~A5~~ E Management and Clerical Training
- Tab ~~A6~~ F Language-Area and Technical Training
- Tab ~~A7~~ G Publications

APPENDICES (THOSE PERTINENT TO SECTION "A" OF PART II)

- ~~III~~ 1. Training Liaison Officer Meetings
- ~~IV~~ 2. External Training Requirements (FY 1954-FY 1955)
- ~~V~~ 3. Staff Study (Briefing of Service Attaches)
- 6. Near East Language and Area Program
- 7. Training (General) Publications



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4. SUPPORT STAFF

CONTENTS

- A.F. Organizational Chart
- B.II. Mission and Functions Statements
 - (i) Support Staff
 - Administrative Services Branch
 - Security Officer
 - Supply and Services Section
 - Personnel Section
 - Budget and Fiscal Section
 - Records & Registration Section
- C.III. (2) TRAINING AIDS BRANCH (SEE APPENDIX VII)
Accomplishments of the Administrative Services Branch for Fiscal Year 1953
- D.IV. Objectives of the Administrative Services Branch for Fiscal Year 1954

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3. A + E Staff

In view of the recent attention given the A + E Staff by the IG, it is believed that the following materials are sufficient for review and inspection purposes.

- A. Functions and activities
- B. Accomplishments & Objectives
- C. Report of assessment cases

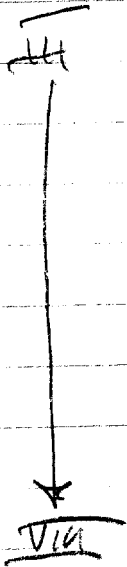
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Activities of the Office of Training

TABLE of CONTENTS

1. ~~Activities of~~ Training (General) Activities
2. Training (Special Activities)
3. Assessment + Evaluation Staff Activities
4. Support Staff Activities

Appendices



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**PROPOSED ORDER OF PRESENTATION OF MATERIALS FOR THE
IG INSPECTION OF O/TR**

- I. General Statement: - The General Statement will consist of four main parts. The origin of the Office of Training, the Background against which the function of training came into being, Identification of the Agency training problem in its broadest sense around which the Office of Training has organized and defined its basic mission, and finally, an outline guide to the support exhibition and materials which provide the basis for the IG Inspection.
- II. Organization, Responsibilities, and Regulatory Issuances Governing the Office of Training
1. Organization Chart of CIA
 2. Organization Chart of O/TR
 3. Mission and Functions of D/TR
 4. Mission and Functions of TR(G) Components
 5. Mission and Functions of TR(S) Components
 6. Organization Chart and Mission and Functions of the Assessment and Evaluation Staff
 7. Mission and Functions of the Support Staff
 8. Training Regulations
 9. A Brief Discussion of the Position of the Office of Training within the Agency
 10. A Brief Discussion of the Philosophy of the organization of the Office of Training
- III. Office of Training Activities
1. Intelligence Training (both covert and noncovert)
 - A. Indoctrination and Orientation
 - B. Basic Training
 - C. Intermediate Training
 - D. Advanced Training
 2. Area and Language Training
 3. Scientific, Economic, and Technical Training
 4. Management, Executive, and Supervisory Training
 5. Clerical Training
 6. JOT Program
 7. Assessment and Evaluation Activities
 8. Training support Activities (including training Aides Branch Material)
 9. The Training Requirements Program (including a brief discussion of O/TR Liaison Techniques with other offices of the Agency)
- IV. Classification and Wage Division Survey Reports
1. TR(G)
 2. Support Staff*

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3. TR(S)*

4. Assessment and Evaluation Staff*

*Have not yet been completed

V. Training Problems

1. Those we can Solve Ourselves and what we are doing about them.
2. Those we need help on from higher echelons within the Agency.

VI. Recommendations

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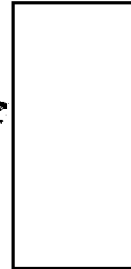
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OFFICE OF TRAINING
TABLE OF ORGANIZATION

1. This Table of Organization is dated 30 June 1953 and represents the authorized T/O strength of the Office of Training as of this date.
2. The figures for the major components of the Office of Training are as follows:

Office of the Director
Office of Training (General)
Office of Training (Special)
Assessment and Evaluation Staff
Support Staff

TOTAL



25X9

TABLE OF CONTENTS

Mission and Functions of Training (General) Components

- I. Deputy Director of Training (General)
- II. Chief, Plans and Policy Staff
- III. Chief, Orientation and Briefing Division
- IV. Chief, Junior Officer Training Division
- V. Chief, Intelligence Training Division
- VI. Chief, Programs Division
- VII. Chief, Language Services Division
- VIII. Chief, Management Training Division

Note: The Programs Division and Language Services Division have recently been combined into a single Division, which combines the mission and functions of both, in order to centralize area-language training direction and administration as well as programming of training at external facilities.

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APPENDIX NO. 1

Organization, Responsibilities, and Regulatory Issuances

- Tab 1. Organization Chart of CIA
- Tab 2. CIA Regulation 25X1
- Tab 3. Organization Chart of the Office of Training
- Tab 4. Mission and Functions of Training General Components
- Tab 5. Mission and Functions of Training Special Components
- Tab 6. Mission and Functions of the Assessment and Evaluation Staff
- Tab 7. Mission and Functions of the Support Staff
- Tab 8. Table of Organization of the Office of Training
- Tab 9. CIA Training Regulations
- Tab 10. 25X1
- Tab 11. Office of Training Regulations
- Tab 12. Office of Training Notices

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